



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
ForO P4400.2C
G-4
MAY 17 2007

FORCE ORDER P4400.2C

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MARINE FORCES RESERVE GROUND SUPPLY POLICY MANUAL

Ref: (a) MCO P4400.82
(b) MCO P4400.150
(c) UM 4400-15
(d) UM 4400-123
(e) UM 4400-124

Encl: (1) Locator Sheet

1. Situation. To update policies and procedures concerning ground supply administrative matters within Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO P4400.2B.

3. Mission. This revision contains substantial changes and must be completely reviewed.

4. Execution. Recommendations concerning the contents of the MARFORRES Ground Supply Policy Manual are invited. Such recommendations will be forwarded to the MARFORRES Assistant Chief of Staff (AC/S) (G-4) via the chain of command.

5. Administration and Logistics. This Order is applicable to the Marine Corps Reserve.

6. Command and Signal. Reviewed and approved this date.

R. E. BRAITHWAITE
Executive Director

DISTRIBUTION: D

LOCATOR SHEET

Subj: MARFORRES GROUND SUPPLY POLICY MANUAL

Location: _____
(Indicate Location of Copies of the Manual)

MARFORRES GROUND SUPPLY POLICY MANUAL

RECORD OF CHANGES

Log completed change actions as indicated.

[illegible]

(THIS PAGE WAS INTENTIONALLY LEFT BLANK)

MARFORRES GROUND SUPPLY POLICY MANUAL

CONTENTS

TITLE

INTRODUCTION

GENERAL INFORMATION

Chapter 1

(THIS PAGE WAS INTENTIONALLY LEFT BLANK)

INTRODUCTION

0001. PURPOSE. The MARFORRES Ground Supply Policy Manual is published to promulgate policies, procedures, guidance, and instructions for the administration of ground supply matters within MARFORRES.

0002. SCOPE. This Manual supplements the 4400 series of Marine Corps Orders, and other pertinent directives of higher authority. Provisions of the foregoing are restated herein only to the extent considered necessary for clarity, emphasis, elaboration, or convenience of reference. In the event any portion of this manual is now or hereafter conflicting with any regulation of higher authority, the provision of the regulation issued by higher authority shall be controlling. MARFORRES end users who identify such conflicts are requested to bring them to the attention of the MARFORRES (G-4).

0003. SUPPLY EFFECT. The MARFORRES Ground Supply Policy Manual is designed to establish procedures and policies regarding ground supply matters germane to MARFORRES units. Nothing contained in this manual shall be interpreted to impose additional obligations upon the U.S. Government or grant an accused or respondent additional rights or privileges that are not established in law or regulation.

0004. FORCE SUPPLY DIRECTIVES. Force supply directives are the manner by which explicit procedures relative to MARFORRES ground supply are directly passed down to force units. The MARFORRES AC/S (G-4) is responsible for providing, maintaining and updating these directives. These instructions will be tailored in support of the unique nature of MARFORRES units. Force supply directives will provide user oriented documentation on functional procedures within the MARFORRES ground supply community. They are to be instructive and serve as a guide for training and educating personnel, thereby reducing the impact during personnel turnover. Each supply policy directive will discuss a separate area of management procedures to be utilized. The Force Supply Officer will ensure that all Force supply directives do not conflict with regulations of higher authority. The Force Supply Officer will request and if authorized, reference and incorporate into Force supply directives, all procedural waivers from Installations and Logistics, Headquarters Marine Corps (I&L HQMC). Force supply directives will be numbered and easily accessible to MARFORRES units. Force supply directives shall be continually monitored and updated as necessary to ensure that the most current information is available to using units. All MARFORRES units are required to comply with Force supply directives.

(THIS PAGE WAS INTENTIONALLY LEFT BLANK)

MARFORRES GROUND SUPPLY POLICY MANUAL

CHAPTER 1

GENERAL INFORMATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION AND FUNCTIONS OF MARFORRES GROUND SUPPLY	1000	1-3
CONCEPT OF ACCOUNTABILITY	1001	1-7
CONCEPT OF RESPONSIBILITY	1002	1-8
CONCEPT OF INDEBTEDNESS AND EQUIPMENT ISSUES	1003	1-14
RELIEF OF COMMANDERS	1004	1-14
RELIEF OF USING UNIT SUPPLY OFFICERS . .	1005	1-15
CONFLICTS OF INTEREST	1006	1-16
SUPPLY DISCIPLINE	1007	1-16
ASSIGNMENT OF GROUND SUPPLY PERSONNEL OCCUPATIONAL FIELD (OCCFIELD) 3000 . .	1008	1-17
INSPECTIONS AND ANALYSES OF SUPPLY OPERATIONS AND RECORDS	1009	1-18
TRAINING OF SUPPLY PERSONNEL	1010	1-20

(THIS PAGE WAS INTENTIONALLY LEFT BLANK)

MARFORRES GROUND SUPPLY POLICY MANUAL

CHAPTER 1

GENERAL INFORMATION

1000. MISSION AND FUNCTIONS OF MARFORRES GROUND SUPPLY

1. Overview. The MARFORRES Supply Officer performs general duties as a Special Staff Officer under the cognizance of the AC/S (G-4). The primary mission includes: providing materiel management of all Table of Equipment (T/E) property within MARFORRES; providing supply chain management; manage the fielding of all new T/E property to MARFORRES units; providing Food Service Program management; providing Ammunition Program management; managing the MARFORRES Materiel Prepositioning Program (M2P2) and the Critical Asset Rapid Distribution Facility (CARDF); providing customer service support, providing centralized Supported Activities Supply System (SASSY) and Asset Tracking for Logistics and Supply System (ATLASS) transaction processing and report generation; monitoring and assisting using units with fiscal functions; ensuring compliance with applicable Marine Corps and MARFORRES ground supply orders and directives; and educating Reserve unit personnel on supply matters.

2. Force Supply Section. The force supply section assists units in all matters related to supply and serves as liaison between, Major Subordinate Commands (MSCs), Force Units, and Higher Headquarters. This includes, but is not limited to the following:

a. Assists units in establishing and maintaining accountability of all government property. Coordinates distribution and fielding of assets within MARFORRES.

b. Assists units in establishing and managing Table of Authorized Materiel (TAM) equipment allowances, Training Allowances (T/A), Special Allowances (S/A) and Commander's Non-FMF Allowance listing.

c. Coordinates the distribution of new T/E items added to the overall MARFORRES inventory with MARFORRES headquarters commodity managers; AC/S G-3/Nuclear, Biological and Chemical (NBC), G-4, and G-6. Also, coordinates redistribution of items reported by MSCs and Force Units as being excess to their internal T/A allowances.

d. Provides regulated/controlled item management reporting Recoverable Item Report (WIR) and screening of force wide

excesses and redistribution's in accordance with MCO P4400.82, utilizing the WIR On-Line Processing Handler (WOLPH) database system.

e. Participates in the Table of Organization and Equipment (T/O&E) review process through coordination with the using units, MARFORRES commodity managers, MARFORRES staff sections, and Headquarters, Marine Corps (HQMC).

f. Reviews and distributes Users Logistics Support Summaries (ULSSs), Letter of Adoption and Procurements (LAPs) and Integrated Logistics Support Plans (ILSPs) to appropriate units as received from higher headquarters.

g. Conducts semi-annual Force/Activity Designator (F/AD) reviews for all MARFORRES units per MCO 4400.16 and as requested by HQMC.

h. Reviews all incoming supply-related Judge Advocate General (JAG) Manual investigations when required as per MCO P4400.150, chapter 6 and Missing/Lost/Stolen/Recovered (MLSR) property reports per MCO 4340.1.

i. Publishes or readdresses miscellaneous Standard Subject Identification Codes (SSIC) 4400 supply information or action messages identifying obsolete items, changes in identifying technical data, allowances, or general supply news through naval message or current database systems.

j. Coordinates and reviews with MSCs, Force units, and MARFORRES staff sections on all ground supply related requirements earmarked for National Guard and Reserve Equipment Appropriation (NGREA) support.

k. Monitors and assists using units with their requisitions for major end items and associated equipment (i.e., SL-3 components, class IX repair parts, etc.) used to support mission related training requirements.

l. Assists with controlled item reporting in accordance with MCO P4400.82. Assists and liaisons with the Naval Surface Warfare Center (NSWC); Crane, IN., Small Arms Report per MCO 8300.1.

m. Endorses and monitors the temporary loan of training assets from MARFORRES using units to approved civilian agencies and external military organizations as required per MCO P4400.150 and MCO P4400.162.

Meals Ready to Eat (MREs), and other associated items identified in chapter 11 of this manual to meet unit subsistence requirements during field training evolutions.

n. Submits annual operating level requirement for Packaged Operational Rations (PORs) and Fuel Trioxane (MC-10110-04) and POR Requirement/Usage Reports (MC-0110-07) to HQMC (LFS) per MCO 10110.40.

o. Provides customer service for the quarterly Material Obligation Validation (MOV) review and provides assistance concerning automated responses to each Department of Defense (DoD) supply source.

p. Serves as the point of contact between the using units and DoD supply source item managers to resolve problems and/or expedite requisitions.

q. Assists the using units in working exceptions and edit errors created in the SASSY/ATLASS network.

r. Assists with functions involving the activation, deactivation, redesignation, or relocation of MARFORRES units.

s. Assists using units with the automated request database and assignment of local Table of Authorized Material Control Numbers (TAMCNs) and local National Stock Numbers (LNSNs) for MARFORRES non-T/E assets.

t. Serves as the Primary Maintenance Float Account. Provides support to sub-float accounts. Ensures the Annual Maintenance Float Recomputation and Quarterly Validation of Secondary Repairable Reports are being submitted to Commander, Marine Corps Logistic Bases (COMMARCORLOGBASES), Albany, GA., per UM 4400-123 and MCO P4400.82.

u. Manages the Material Returns Program (MRP), exchange requests and monitors obligation/expenditure rates.

v. Monitors requests for Department of Defense Activity Address Directory (DODAAD) changes submitted to HQMC and Marine Corps Logistics Command, Albany, GA. Serves as the MARFORRES point of contact for all DODAAD changes pertinent to supply operations.

w. Assists the using units in obtaining higher headquarters approval and establishing property record keeping procedures for captured enemy or friendly war equipment/trophies in accordance with MCO P5750.1 and MCO 8300.1. Also, provides demilitarization and disposition instructions for assets no longer desired for retention.

x. Interprets and provides clarification to the field on present and updated policies directed by higher headquarters.

y. Coordinates the policies and procedures for the automated operations of the MARFORRES ground supply section. Also, manages the mechanized supply system used by the using units to include the SASSY cycle and Class I and II file network in conjunction with ATLASS.

z. Prepares control transactions and data processing work requests (Class II programs), establishing using unit data collection schedules, resolving system related problems at the using unit level, and provides principal automated supply and maintenance system support.

aa. Upon mobilization, identify to gaining Marine Expeditionary Force (MEF) Commanders and Marine Corps Logistics Command, Albany, GA, the equipment requirements of mobilized units. Coordinates the transfer of subordinate unit mechanized supply records to the gaining Force Headquarters SASSY Management Unit (SMU) as required.

bb. Provides supply, fiscal, and equipment support to the MARFORRES MSC elements, 4th Marine Division (4th MarDiv), 4th Marine Aircraft Wing (4th MAW), and 4th Marine Logistics Group (4th MLG) based in New Orleans, LA., as well as Force level units.

cc. Supports the facilitation of Logistics Enhancement Readiness Team (LERT) analysis schedules for MARFORRES units.

3. MARFORRES Supply Assistance Visits. Force supply provides assistance visits to support all MARFORRES using units on an as required basis when justified and requested via the chain-of-command. Simultaneous with these assist visits, Force Supply provides on-the-job supply training to unit personnel as needed. Force Supply also monitors the supply portions of analyses of MARFORRES units by higher headquarters (i.e., Naval Audit Service). It also reviews and provides input concerning endorsements to higher headquarters on using unit responses to inspection findings.

4. Supply Officer/Chiefs' Enrichment Training. Force supply will host an annual enrichment training course for all battalion or higher level supply officers and chiefs within MARFORRES. This course provides an overview of current supply related issues and procedures relevant to all supported functional areas of supply within the Force. Advance attendee notices are published prior to convening dates of the course.

5. CARDF. Provides Type 3 clothing and equipment; select Type 1 short-stock, high-demand items; and a minimal "safety stock" of Individual Combat Clothing and Equipment (ICCE) necessary to support MARFORRES units in their training or execution of real time missions in special hot and cold weather environments.

1001. CONCEPT OF ACCOUNTABILITY

1. Definition. Per MCO P4400.150, accountability is the obligation of any individual who, in the performance of the duties of position, designation, or assignment, is required to assume jurisdiction over, and upon proper occasion effect an accounting for, public property committed to that individual's charge. Accountability is established upon acceptance by an individual of a position, designation, or assignment involving jurisdiction over public property. Commanders (as defined in paragraph 1001.2 below) may delegate responsibility for maintaining government property; however, overall accountability remains vested with the commander through acceptance of command.

2. Commanders Within MARFORRES. For the purposes of establishing a generic term for "commander (or unit commander)" as used throughout this manual, all 4th MAW Site Commanders (with convening authority), Regimental Commanders, Battalion Inspector-Instructors (I-Is), Company I-Is (3d and 4th Force Reconnaissance, 3d and 4th Civil Affairs Group (CAG), and Air Naval Gunfire Liaison Company (ANGLICO)s only), and Marine Corps Mobilization Command (MOBCOM) will be considered synonymous terms.

3. Commanders Accountability. With the consolidation of the 4th MarDiv, 4th MAW, and 4th MLG under MARFORRES command, accountable authority for all MFR government property is vested in the Commander, MARFORRES. The Commander delegates this accountability to commanders (having consumer level supply accounts) by virtue of their acceptance of command. The unit commander shall designate, in writing, the unit supply officer to perform ground supply functions for the command. Additionally, the unit commander shall appoint, in writing, responsible officers to assume responsibility for government assets within their account.

4. Acting Commander. The determination for the unit executive officer (or other individual; i.e., Assistant I-I) to perform and sign as "Acting," even if the commanders absence is temporary, is contained in SECNAVINST 5216.5. The executive officer (or other individual) shall be appointed in writing to sign "Acting" in the temporary absence of the commander.

1002. CONCEPT OF RESPONSIBILITY

1. Definition. Per MCO P4400.150, responsibility is defined as the obligation of each individual who is required to have personal possession of, or general supervision over, public property to ensure that the items are procured, maintained, used, or disposed of only as authorized. Any person having public property in their custody or under their supervision assumes a public trust that the property will be used only for the purposes authorized by law or regulations.

2. Commander Responsibilities. As addressed previously, commanders having consumer level (using unit) supply accounts are accountable by virtue of acceptance of command. In addition, commanders are responsible for the care, maintenance, and security of all government property charged to their unit, to include requisitioned clothing and temporarily loaned assets via Consolidated Memorandum Receipt (CMR). Commanders shall ensure inspections are conducted, at a minimum annually, to ensure all property organic to their unit is physically accounted for and maintained in serviceable condition.

3. Regimental/Group and Separate Battalion Supply Officer Responsibilities. The regimental/group and separate battalion supply officer is a special staff officer directly responsible to the regimental/group and separate battalion commander for the overall management of ground supply operations in the regiment/group or separate battalion. Responsibilities of the regimental/group and separate battalion supply officer include, but are not limited to the following:

a. Providing advice, information, and recommendations relative to all ground supply matters and policies.

b. Coordinating the activities of, and providing assistance to subordinate unit supply officers.

c. Monitoring supply operations within the regiment/group or separate battalion to ensure compliance with current directives. This may be accomplished by conducting periodic inspections or assist visits to each subordinate unit site, at least annually.

d. Keeping the regimental/group or separate battalion commander appraised of the status on ground supply operations within the regiment/group or separate battalion as a whole.

e. Reviewing all analysis/inspection reports conducted by higher headquarters (i.e., Naval Audit, LERT, etc.) pertaining to the ground supply operations of subordinate units, and preparing the

regimental/group or separate battalion commanders endorsement as necessary.

f. Reviewing all annual budget and midyear review input from subordinate units to be consolidated and prioritized and forwarded to the MARFORRES Comptroller.

g. Screening all temporary loan requests from subordinate units (requiring deficiency fills) for possible internal sourcing.

h. Screening subordinate unit excess equipment redistribution requests and conducting internal regimental/group or separate battalion redistributions when quantities involved do not exceed authorized T/E quantities. When this cannot be accomplished, the requests shall be forwarded to MARFORRES Supply for appropriate action. This screening includes review of all condition code "A" through "D" WIR's submitted to the regiment/group or separate battalion from the subordinate units.

4. Using Unit Supply Officer Responsibilities. The using unit supply officer shall be appointed in writing by the unit commander and will function as a special staff officer to the unit. This officer is responsible for the coordination and administration of unit ground supply operations, and shall have direct access to the commander, ensuring the commander is personally informed on the status of the account on a regular basis. In addition to the foregoing, the supply officer's responsibilities include, but are not limited to the following:

a. The fundamental, bedrock requirement to facilitate, monitor and enforce timely and accurate accountability of all government property.

b. Ensuring proper management of allowances for all government property. This will include supervising the submission of unit Training Allowance review and any required changes as well as submission of the Commander's non-FMF allowance listing.

c. The keen ability to foster a climate of prompt and accurate needs determination by and for supported units. This determination of requirements includes routine, pre-planned and long range. Ensure essential support of all training events paying particular attention to the event of mobilization.

d. Supervising the operation of the unit supply section and ensuring adequate Military Occupational Specialty (MOS) training is conducted per paragraph 1010 of this chapter. This includes preparation of unit Standard Operating Procedures (SOP)s and directives related to ground supply, as required.

e. Administering the financial budget and accounting network for the unit based on directives promulgated by the MARFORRES Comptroller. Ensuring required supply/fiscal reconciliations are being accomplished in accordance with current directives.

f. Maintaining the required supply-related files, records, and publications as mandated by MCO P4400.150, UM 4400-15, UM 4400-124, current LERT checklists, and this Manual in accordance with MCO 5210.11 and MCO 5214.2.

g. Maintaining continuous liaison with the maintenance commodity managers as well as individual non-maintenance sections within the unit to ensure maximum coordination and cooperation exists between supply and these functional areas.

h. Ensuring the facilitation of MAL/LM2 reconciliations in accordance with MCO P4790.2.

i. Monitoring and inspecting responsible unit supply records that may include accounts not colocated with the home site both manual (NAVMC 10774, NAVMC 708, NAVMC 713, NAVMC 10359) and mechanized (CMRs, locally generated accountability tools) records. All records and procedures will be reviewed on a periodic basis while providing continual technical guidance to all unit personnel in the area of ground supply.

j. Providing supply-related technical assistance, as required, to unit legal personnel and investigating officers concerning matters involving government property investigations.

k. Ensuring the unit commander reviews and is apprised of the rationale for submitting supply requests for open market procurement vice use of DoD supply system channels.

l. Provide unit wide guidance and oversight concerning the implementation of the SMCR Commercial Billeting Program in accordance with ForO 11000.4A.

m. Provide unit wide guidance and oversight in support of the SMCR Clothing Program as well as active duty supplemental clothing requirements per MCO P10120.28 and MCBul 10120.

n. Coordinate and ensure compliance with serialized small arms reporting, (CRANE Report), annually and as required in accordance with MCO 8300.1.

o. Ensure accurate and timely reporting of Missing, Lost, Stolen or Recovered (MLSR) government property as per MCO 4340.1. Ensure investigations, property accounting adjustments and NSWC Crane Reporting as required.

p. Provide oversight and strict compliance with F/AD, UND and priority management requirements in accordance with MCO 4400.16.

q. Provide for Controlled Items Management in compliance with MCO P4400.82.

r. Ensure unit wide compliance with Personal Effects Management in accordance with MCO P4050.38.

s. Ensure unit wide compliance with the restrictions and requirements contained in MCO P5600.31 and ForO 5600.2 concerning reproduction, printing and publications.

t. Ensure unit wide compliance with MCO 4400.150, para. 2015 concerning supply accountability of Controlled Cryptographic Equipment (CCI). Responsible Officer (ROs), supply personnel and Electronic Key Management System (EKMS) custodians must support each others effort in the accurate and timely accounting of CCI assets which effect both unit supply accounting records and EKMS-1.

5. RO Responsibilities. RO is a generic term for an individual appointed by the unit commander in writing to exercise custody, care, and safekeeping of government property within a particular assigned supply sub account (i.e., motor transport officer or chief assigned to manage the unit's motor transport assets). ROs are members of the unit's supply chain of command. They are individually responsible for that property and may be held financially liable for losses occurring through destruction or damage other than wear incident to normal service. Additional information is provided in MCO P4400.150, chapters 2, 5, and 6. RO responsibilities include but are not limited to the following:

a. Upon appointment, signing a letter of acceptance, providing a delegation of authority letter, and signing the CMR for the subaccount within 15 days (or requesting an extension in writing when a letter of discrepancy is being prepared).

b. Maintaining a current copy of the subaccount CMR with annotations and copies of interim receipts. CMRs shall be updated and signed semiannually or quarterly based on direction established by the unit commander.

c. Notifying supply before any coordination or transfer of assets occur between other RO sub accounts.

d. Maintaining a strict serialized control of assets having a USMC or manufacturer's serial number.

e. Conducting physical inventories, to include serial number identification, during command-directed quarterly or semiannual CMR updates.

f. Providing input to the unit supply officer in support of assets which require inclusion to the Commander's non-FMF allowance listing.

g. Ensuring assets assigned to the sub account are maintained in a serviceable ready-for-use state. This includes ensuring that Equipment Repair Orders (EROs) are opened on assets becoming unserviceable. Assets which are beyond economical repair shall be disposed of per current directives and based upon disposition instructions provided by the unit supply officer.

h. Ensuring adequate publications, technical manuals (TMs), supply instructions (SIs), etc., are maintained at the sub account to perform daily operations. Periodic review of the unit's Publication List (PL) shall be coordinated with the supply and administrative sections (either quarterly; or at a minimum, semiannually).

i. Conducting a biweekly reconciliation with the unit supply section on pending additional demands, CMR adjustments, and LM2/MAL mismatches (when applicable).

j. Upon relief, performing a thorough subaccount turnover with the incoming RO by ensuring all steps listed in the previous subparagraphs are covered.

k. If the RO decides to appoint Responsible Individuals (RIs) within his/her subaccount, these RIs shall meet the same accounting requirements of the basic RO. This specifically applies when ROs use CMRs to subcustody equipment to the RIs. The provisions of UM 4400-124 concerning CMRs/ROs shall pertain to the RI (i.e., quarterly or semiannually CMR updates, interim receipt issue management, requests and retention of adjustments/investigations, etc.).

6. Geographically Dispersed RO Responsibilities. Supply officers are appointed by battalion commanders to assume overall responsibility for accounts maintained at the battalion site and outlying companies/batteries. ROs are appointed by accountable officers to serve as supply "custodians" at the geographically dispersed companies/batteries. Unless otherwise justified, company/battery I-Is shall be appointed as the ROs for geographically dispersed company/battery accounts. The RO shall exercise managerial control over all ground government property allocated to the company/battery. ROs may establish subaccounts

within the company/battery and appoint "RIs" to manage them. Geographically dispersed company/battery RO responsibilities include the general provisions contained in paragraph 1002.5 above and the following:

- a. Safeguarding of assigned government property.
- b. Implementing local controls and records as established by higher headquarters (battalions, regiments, etc.).
- c. Recommending changes to unit total allowance (either allowances for training or aggregate T/E) quantities for mission sustainment, as required.
- d. Provide unit wide guidance and oversight concerning the implementation of the SMCR Commercial Billeting Program in accordance with ForO 11000.5.
- e. Coordinating with unit maintenance commodity personnel to ensure equipment readiness is kept at its highest state.
- f. Provide unit wide guidance and oversight in support of the SMCR Clothing Program as well as active duty supplemental clothing requirements per MCO P10120.28 and MCBul 10120.
- g. Ensuring procedures for maintaining personal effects being kept in government storage meet the requirements of MCO P4050.38.
- h. Developing CMRs or automated Equipment Custody Records (ECRs) to manage property subcustodized to locally appointed RIs if the company/battery RO chooses to do so.
- i. Providing input to the unit supply officer in support of assets which require inclusion to the Commander's non-FMF allowance listing.
- j. Coordinating with the supply officer on all supply related matters to include disposition of excess and unserviceable equipment, biweekly additional demands reconciliation, annual and midyear review requirements, and annual Blanket Purchase Agreement (BPA) and Board and Lodging Agreement (BLA) reviews.
- k. Coordinating with the S-1/admin section the requisitioning and maintaining of required supply-related publications and directives through the Marine Corps Publications Distribution System (MCPDS) and U. S. Navy Publications Network after a thoroughly documented PL review has been conducted.

1003. CONCEPT OF INDEBTEDNESS AND EQUIPMENT ISSUES

1. Indebtedness. Paragraph 1003 and Chapter 6 of MCO P4400.150 define accountable and nonaccountable individuals for the purposes of establishing indebtedness and the processes by which indebtedness to the government may be liquidated.

2. Equipment Issues. Individuals required to obtain and maintain government property for use in performance of assigned duties are considered individually responsible for that property. In the case of loss, damage, or destruction of government property through cases other than wear incident to normal service, personnel having responsibility shall either be punitively liable or excused from responsibility by competent authority. Equipment which is issued to individuals shall be accounted for and signed for by the individual concerned. It is the commander's responsibility to ensure that all government property issued to military or civilian personnel is recovered prior to separation, discharge, demobilization, or transfer of the individual concerned.

1004. RELIEF OF COMMANDERS

1. General Information. Concerning supply administration, relief of commanders shall be accomplished per MCO P4400.150, paragraph 5005 and the following:

a. The commander, prior to being relieved, shall submit a certificate of relief to the incoming commander. A copy of the certificate of relief shall be forwarded to the first General Officer within the unit's chain of command. (A copy shall be maintained in the unit's supply five-year file) The relief letter shall contain, at a minimum, the following information:

(1) Results of supply inspections conducted within the past six months, listing corrective actions taken.

(2) Supply pending projects and problems.

(3) Supply personnel situation.

(4) Supply and maintenance readiness posture of the unit for combat essential equipment.

(5) Equipment overages and shortages.

(6) Unit financial posture.

(7) Accuracy of supply and financial records.

(8) Condition of materiel in stock and in use.

(9) Effectiveness of locally established supply SOPs.

(10) Listing of any other supply-related discrepancies not cited in the previous paragraphs.

b. The new commander shall conduct the necessary supply inspections to assure himself of the condition of material, records, and operating procedures. At a minimum, these inspections shall include personal spot-checking of material in stock and of selected items of equipment in the hands of responsible officers/individuals. This inspection shall be completed by the relieving commander within 45 days of his assignment as the unit commander. An endorsement to the certificate of the former commander shall be made, stating the findings made by the new commander. A copy shall be forwarded to the first General Officer within the units chain of command via the chain of command. The original shall be maintained in the unit supply section five-year file.

1005. RELIEF OF USING UNIT SUPPLY OFFICERS AND INDEPENDENT FORCE ROs

1. General Information. Relief of unit supply officers shall be accomplished per MCO P4400.150. Relief and acceptance letters shall be maintained in the unit supply section five-year file. Specific information is provided in the following paragraphs.

2. Action of the Unit Supply Officer being relieved. The following shall be accomplished by unit supply officers no later than 30 days prior to relief:

a. Conduct an inventory and reconciliation of property records to include verification that signatures and adjustment annotations are current and valid.

b. Prepare and submit all adjustments to the Loaded Unit Allowance File (LUAF)/Retail C file, Responsible Unit Allowance File (RUAF), voucher files, etc., as necessary, resulting from the inventory of records.

c. Obtain RO and RI (as applicable) signatures on CMRs for all outstanding issues and turn-ins.

d. Prepare a signed certificate of relief indicating that the inventory and reconciliation have been completed. The original of this certificate shall be dated as of the formal date of relief and furnished to the relieving (new) supply officer.

3. Action by the Relieving Supply Officer. The relieving (new) individual shall accomplish the following within 30 days of assuming responsibility for the supply account:

a. Conduct a concise, detailed inspection of:

- (1) All property records.
- (2) Supplies on hand or on order.
- (3) Personnel situation.
- (4) State of general supply procedures.

(5) Other relevant matters requiring identification in his/her certificate of acceptance.

b. If the new unit supply officer is dissatisfied with the findings, he/she shall immediately report them to the commander in a certificate of acceptance (referencing the relieved supply officer's certificate of relief) by preparing a letter of discrepancy and attaching it to the certificate as an enclosure.

1006. CONFLICTS OF INTEREST. Commanders shall ensure that the supply officer and appointed responsible officers are not assigned additional duties which conflict with their supply management duties. For example, the supply officer/chief should not be appointed as the investigating officer in any situation relating to loss, damage, or destruction of government property on the unit's account. Also, commanders cannot appoint themselves as responsible officers for any of the subaccounts within the unit. The conflict of interest here is relative to potential required personal and command decisions on property losses, investigations, and determination of negligence.

1007. SUPPLY DISCIPLINE

1. Responsibility. Commanders at all levels must closely supervise the use of supplies and equipment to ensure continuous availability of required assets.

2. Safeguard/Protective Measures. At a minimum, commanders shall:

a. Ensure that on hand quantities are reviewed continuously for possible excesses. If excesses are identified, the unit shall promptly pursue roll back, internal redistribution, or report the excesses via chain of command. Unit excesses

represent a drain on unit personnel and fiscal resources. Excesses may also contribute to lower readiness of other units with deficiencies of similar items.

b. Ensure that deficiencies are identified and appropriate steps taken to relieve these deficiencies. The usage of Defense Reutilization and Marketing Service (DRMS) as a "free" source of supply, MSC redistribution of assets, and the scanning of the WOLPH database for available force wide excess assets are highly encouraged as a means to resolve unit deficiencies short of the actual requisitioning of assets via the supply system. Unfunded Storage Account Code (SAC)-1 deficiencies will be identified as a shortfall via the Comptroller reporting chain.

c. Establish an aggressive program to reduce loss and misuse of individual equipment and weapons. Frequent inspections and inventories will apprise all personnel of their individual responsibilities in maintaining supply discipline. Supply officers/chiefs shall inspect the manual and mechanized records maintained by responsible officers both co-located and off site at least quarterly.

d. Ensure that biweekly review and reconciliation of repair parts and other supplies on requisition with responsible units and their various supply sources are being conducted.

e. Ensure that supplies and equipment are protected from climatic elements to prevent undue deterioration.

f. Conduct periodic inspections to ensure that organic equipment and repair parts are being controlled vice misused at the user level.

1008. ASSIGNMENT OF GROUND SUPPLY PERSONNEL: OCCUPATIONAL FIELD (OCCFLD) 3000

1. MARFORRES Supply Officer Responsibilities. The MARFORRES Supply Officer is responsible for the continual review of the OccFld 3000 officer and enlisted personnel requirements within MARFORRES. Based upon unit personnel reports, projected personnel gains and attritions, and an evaluation of technical skill requirements, the MARFORRES Supply Officer shall make appropriate recommendations to MARFORRES (G-1/Personnel) regarding appropriate assignments (or follow-on discussion with HQMC (MMOA, MMEA, or M&RA) as necessary). Concurrently, the MARFORRES Supply Officer will inform MARFORRES (G-1) of any OccFld 3000 personnel deficiencies which impact adversely on the accomplishment of ground supply operations anywhere in MARFORRES.

The MARFORRES Assistant Supply Officer shall serve as the MOS 3002 and 3010 command sponsor and the MARFORRES Supply Chief shall serve as the MOS 3043, 3051, and 3052 command sponsor.

2. Using Unit Responsibilities. In view of the limited availability of ground supply personnel, commanders are urged to ensure maximum use of OccFld 3000 personnel within their assigned field. Commanders are encouraged to maintain continuous liaison with MARFORRES Supply to ensure ground supply personnel matters are being met.

1009. INSPECTIONS AND ANALYSES OF SUPPLY OPERATIONS AND RECORDS

1. Responsibility. Examinations of supply operations and accounting records are conducted periodically by representatives of the MARFORRES LERT in accordance with ForO P4400.160. Commanders shall ensure that all essential personnel are made available during the conduct of inspections and assist visits, including personnel located at subordinate units.

2. MARFORRES Supply Assist Visits. The Force Supply Officer can, upon request and sufficient justification, provide a supply assistance team for temporary additional duty (normally not to exceed 10 working days) to assist Commanders and Supply Officers on specific ground supply problem areas. Unit funded requests will be sent to the Force Supply Officer 30 to 60 days prior to the requested visit dates. Assist visits will be directed toward the following subfunctional areas of organic ground supply:

- a. Supply directives and publications management.
- b. Unit supply formal files maintenance.
- c. Authorized custodian/public funds collection procedures.
- d. Open procurement procedures (only relating to property accountability for open purchase items).
- e. Supply requisitioning, follow-up, and validation procedures.
- f. Property control procedures; recordkeeping, issue, and receipt processing, etc. This covers purpose code "C" and non T/E allowance listings.
- g. Individual clothing management procedures.
- h. Warehousing and storage procedures.

- i. Serialized small arms control procedures.
- j. On Hand (O/H) ammunition accounting procedures.
- k. Personal effects management.
- l. Maintenance float procedures, when applicable.
- m. Supply systems and databases installation or troubleshooting (ATLASS, mainframe 3270, etc).
- n. Miscellaneous areas to include unit establishment of a supply training program, desktop procedures, turnover files, etc.

3. LERT

a. LERT functions are under the operational control of the MARFORRES AC/S (G-4). Per ForO P4400.160, LERT teams visit each Reserve using unit at least every two years to analyze unit supply and maintenance accounts. LERT is the Force Commander's analysis tool that documents and historically identifies the compliance or noncompliance of the unit's supply and maintenance accounts with current directives. These analyses provide the Force Commander with relevant data concerning mobilization/combat readiness as it pertains to a unit's materiel readiness.

b. Upon completion of each analysis, the LERT Officer In Charge (OIC) submits a report to the Battalion I-I/Site Commander, identifying specific discrepancies/findings and recommended corrective action to be taken by the unit. All LERT reports shall be processed in the manner prescribed in ForO P4400.160.

(1) Unit endorsed LERT reports shall be submitted via the appropriate chain of command with endorsements, to Commander, MARFORRES (G-4) within 30 days of LERTs initial report date. The LERT OIC will forward all endorsements to AC/S (G-4) for scheduled briefing to the Force Commander. Electronic copies are provided to respective MSCs and AC/S (G-7).

(2) For all recommendations presented by LERT in their formal report, forwarding endorsements shall contain either a statement that corrective action has been completed or an estimated completion date for such corrective action.

(3) Reports containing repeat formal findings from the units last analysis require a personal forwarding endorsement from the MSC Commander, Deputy Commander or Chief of Staff.

4. Naval Audit Office. This office conducts occasional audits of MARFORRES units. These audits may cover any area but can include verification and analysis of selected supply transactions occurring during specific periods; and a review and evaluation of procedures, policies, and requirements in the functional fields of budgeting, accounting, and supply management. The MARFORRES Comptroller shall be promptly notified by units who receive a notice of an impending visit by Naval Audit Office personnel. This also includes when unannounced "no notice" visits are made by the Naval Audit Office.

1010. TRAINING OF SUPPLY PERSONNEL

1. Objective. The primary purpose of supply training is to provide technical education which contributes to personal growth, improved skills, enhanced knowledge, and ongoing commitment to fulfilling mission objectives. Since the primary function of supply operations is mission support, it is imperative that the supply training conducted be both technical and mission-oriented.

2. Responsibility. While the commander is ultimately responsible for all training in his unit, the unit supply officer/chief is directly responsible for the training of supply personnel.

3. Methods for Conducting Supply Training

a. In-House Supply Professional Military Education (PME) Training. Training of this nature shall be patterned from the format contained in MCO P4790.2 which details proper outlining for lesson plans and maintenance of class attendance rosters. As required by the unit commander, schedules of supply PME classes shall be submitted to the unit's training section. The supply section shall maintain individual class files containing a detailed lesson plan and signed attendance rosters as subsequent classes are presented for that subject. When practical, classes should be scheduled for one hour each week to include time on drill weekends so supply SMCRs can partake. Note, however, that personnel cannot be assigned an OccFld 3000 MOS until course completion through a formal school. Supplemental/familiarization training shall be provided in the interim using MCO 1510.73 (Individual Training Standards for OccFld 3000) as a guide.

b. On-the-Job Training (OJT). The vast majority of all training, because of time constraints, is of the OJT variety. While OJT alone will not instill all the level of technical knowledge required, it allows supply personnel to function successfully within the office environment through "hands on" experience when adequate supervision is applied. Utilize this Manual as a training tool.

c. Cross Training/Job Rotation. Mainly targeted at larger supply accounts with more personnel, this technique should be used as a means of enhancing worker knowledge and flexibility, while inhibiting stagnancy (i.e., keeping one person responsible for the same functional area for his/her entire tour).

d. Formal Training. Units should pursue enrolling their personnel in developmental courses away from the job when feasible. The underlying purpose of formal training is to provide personnel with additive or supplemental mission-oriented, skill progression training which is supply MOS specific. By consulting with MARFORRES Supply Chief and MARFORRES AC/S (G-3/Training), supply personnel can be enrolled in any of the following schools, training sessions, or correspondence courses listed below:

(1) Supply School, Marine Corps Service Support Schools (MCSSS), Camp Lejeune, NC. The school teaches three MOS-producing courses (3002/10, 3043, and 3051) and offers various "refresher" follow-on courses ranging from SASSY/ATLASS operations to warehousing management.

(2) MARFORRES Enrichment Training. MARFORRES (G-4) hosts an annual one-week course based on demand and Inspector-Instructor inquiries for additional supply overview training. Course emphasis is placed on subjects peculiar to Reserve unit duty assignments and structure which include equipment accountability and allowance management policy, Reserve individual clothing management, various supply oriented database systems, etc.

(3) Marine Corps Institute (MCI) Courses. All unit training sections have the MCI catalog available which contains course content and enrollment information for lessons applicable to all supply personnel. In most instances, courses are accredited and count towards college degrees.